

Tips and Tricks



Personnel
Development
Seminars

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A Monthly Newsletter of helpful hints and timely information

Featured Tip of the Month

Find and Replace

The Find and Replace feature is a great tool available to you in most Office programs. With it you can quickly change text within your document without having to hunt for it yourself!

For instance, if you discovered that you had typed "Iowa" both capitalized and lowercase, you could use this tool to make them all consistent.

To do this, go to your Edit menu and down to Replace.

In the Find What space, you might type "Iowa" and Replace With "Iowa".

When you hit Replace All, it

will scan your whole file and change every instance for you, saving you a lot of time.

Names sometimes change with marriage or corporate mergers. Use this tool to quickly fix them.

Additionally, in Excel, if you had a list of state names fully spelled out, you might use this feature to change the names to initials so that the column could be narrower, allowing more columns to print on a page.

You might also use the Find tool by itself to scan a file for key words and highlight them for you.

To learn even more, consider taking a class! With instructor led learning, you get hands-on training, a course manual, and access to online tutorials, an expanded manual, exercise files, and a Help Desk.

Additionally, if needed, you can have a FREE Retake.

To register for classes, or to purchase Online ANYTIME courses, call your Training Liaison.

To see the current schedule of classes held at New Horizons, click [here](#) or go to:

<http://www.newhorizonsdm.com/state.html>

Excel Extra

Enter the date and time

If you often enter a date or the time in Excel, there are some shortcuts you can use to save some of that time.

To quickly add today's date to a cell, simply hold down the Ctrl key and press ; (the semi-colon).

To add the current time, hold Ctrl and Shift and press ;

These values will not change. Check next month for formulas that will automatically update!

Graphics Corner

Adding Clip Art

To add Clip Art to your documents, whether for illustration or to add a bit of whimsy, place your insertion point where you would like your graphic, then go to the Insert menu at the top of the page, down to Picture, then Clip Art. Type a description of the item if necessary.

You should see quite a few choices. Click once on the graphic you like to add it to your document.

Once you have the Clip Art in your document, you can double-click on it for more options.

You might consider trying different Layout options, such as positioning the Clip Art behind your text, or having the text flow around it.

Can't find just the right piece of Clip Art you need? Go to office.microsoft.com/clipart to find thousands more!

